

Chapter 2: Working with NASIS Windows, Menus and Toolbars

The NASIS Window Environment

The NASIS 6 application is designed around a Microsoft Windows graphical user interface (GUI). Users can manipulate the application by means of toolbars (icons and buttons) and menu selections using a pointing device like a mouse. Shortcut keys are enabled for most toolbar and menu actions allowing users to manipulate the application directly from the keyboard as well. Like any other Windows application, the NASIS interface includes a variety of controls to customize the look and feel of the application to suit a user's particular preferences.

This chapter introduces the NASIS application window and describes the various panels, menus, toolbars, and other controls.

Learning the Parts of the NASIS Window

To start NASIS 6, click on the Windows "Start" button and select "All Programs, USDA Applications, Soils, NASIS."

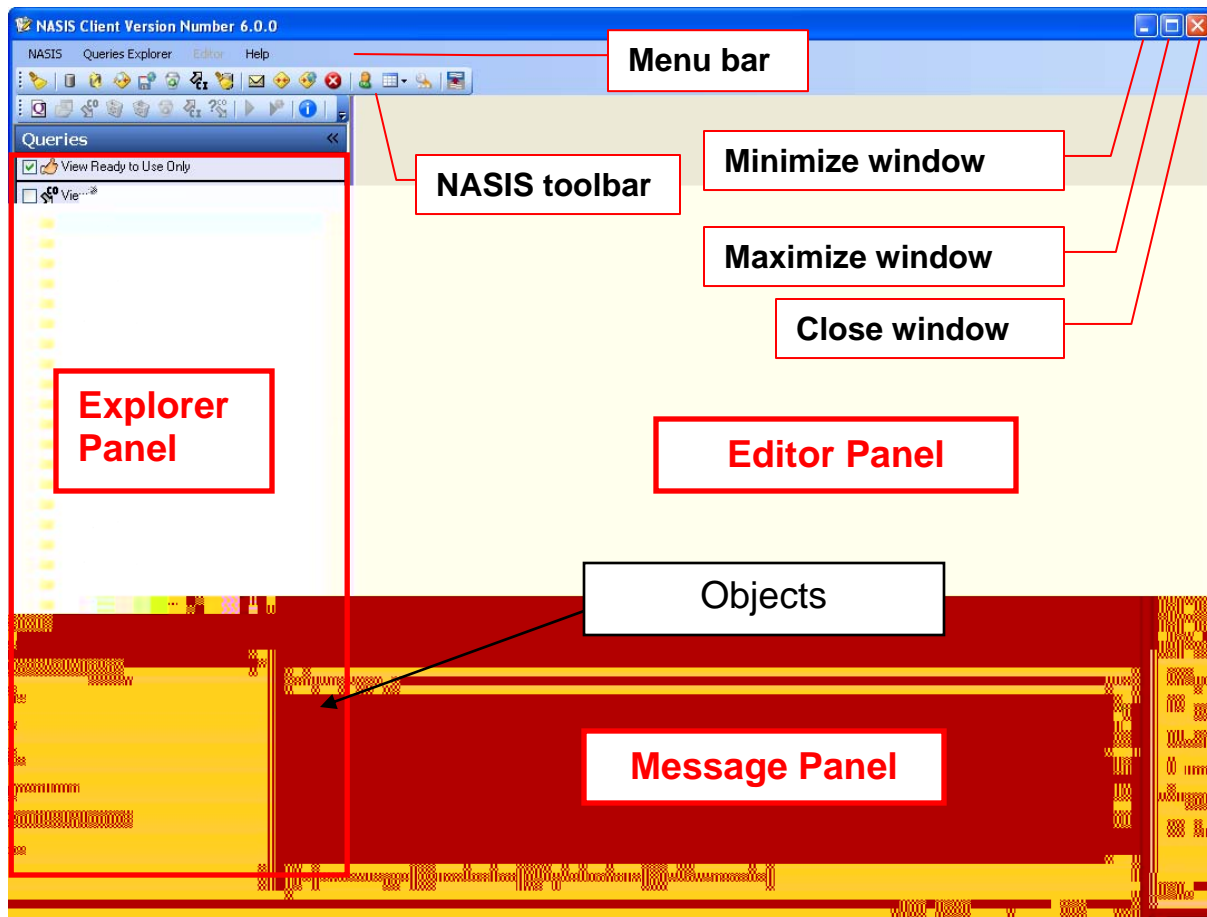
After the NASIS window opens, use the graphic on page 2 to identify the various parts of the application window. Notice the familiar parts of a Windows application "title bar" such as minimize, maximize, and close buttons in the upper right corner of the window. Below the title bar is the menu bar and below the menu bar are one or more toolbars. At the bottom of the window is the status bar.

The NASIS application window includes three primary panels: the Explorer Panel, the Editor Panel, and the Message Panel. The six NASIS object types are accessible from the Explorer Panel: Queries, Tables, Reports, Interpretations, Calculations/Validations, and Exports. NASIS objects are selected from the Explorer Panel and opened into, and worked on, in the Editor Panel.

The menu bar includes four menus: the NASIS Menu, the Explorer Menu, the Editor Menu, and the Help Menu. There are four toolbars: the NASIS Toolbar, the Explorer Toolbar, the Editor Toolbar, and the Table Toolbar. The Explorer Menu and Toolbar changes depending on which object has the focus in the Explorer Panel. There is a separate Explorer Menu and Toolbar for each of the six NASIS object types. Also, the Editor Menu and Toolbar change depending on the object that is opened in the Editor Panel. Notice that some menu items and toolbar buttons that are "grayed out", which means they are not active. Items and buttons will be active or dimmed depending on the changing context of view within the application window as described in this Chapter.

Navigation, menu and toolbar, and other controls described in this chapter will refer to the use of the mouse. Keyboard "hot keys", are available to do most everything that can be done with the mouse, are listed at the end of this chapter. Keyboard shortcuts for menu items are also displayed within the menus.

Opening Screen:

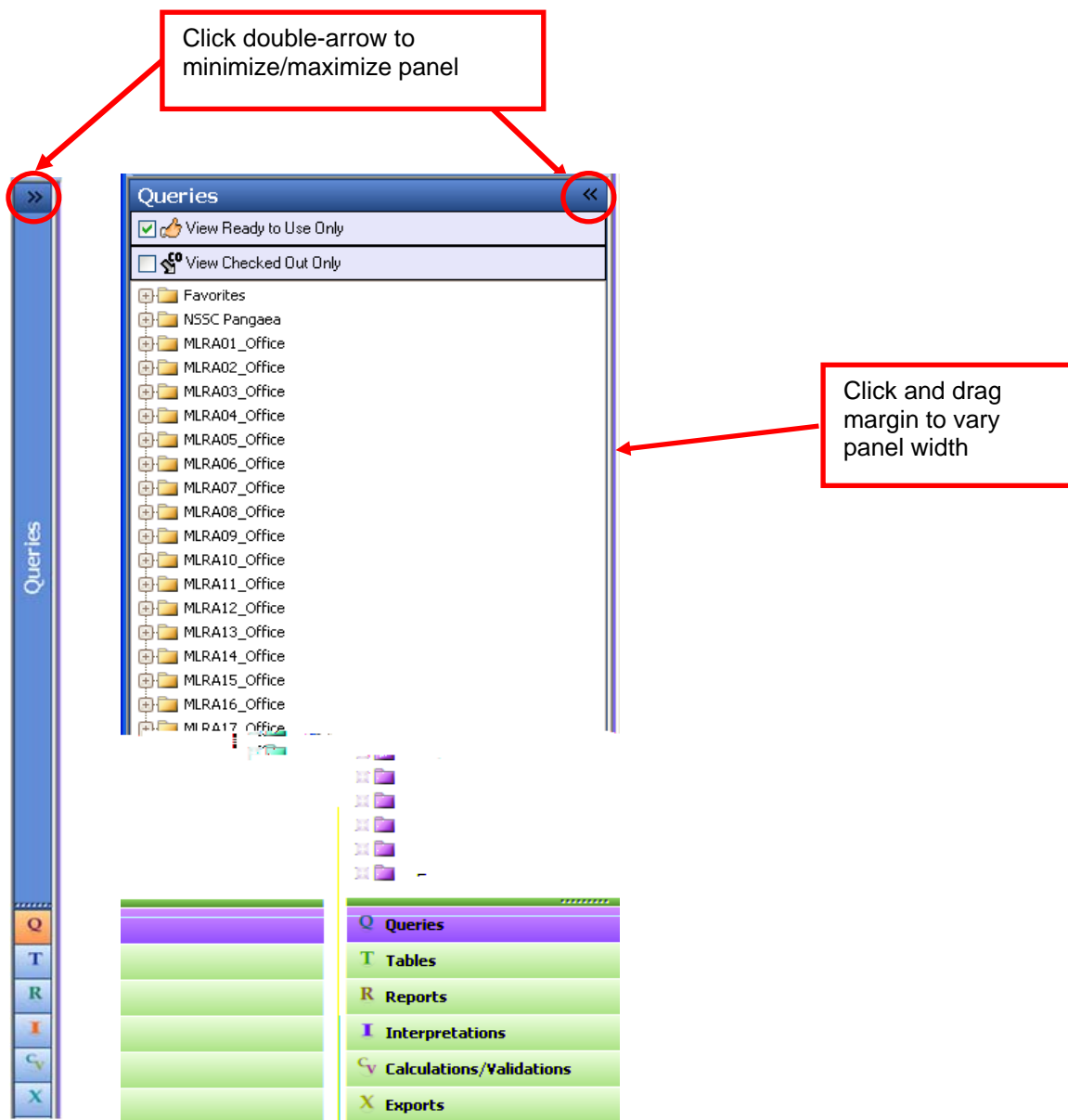


- The Title Bar contains the maximize, minimize and close icons.
- There are 3 panels within the NASIS window – the Explorer, Editor, and Message panels.
- There are four basic menu options: NASIS, Explorer, Editor, and Help.
- There are four toolbars in NASIS: NASIS toolbar, Explorer toolbar, Editor toolbar, and the Table toolbar.
- There are six objects: Queries, Tables, Reports, Interpretations, Calculations/Validations, Exports.
- Upon first starting NASIS, the NASIS toolbar is visible by default. This and other toolbars can be customized to user specifications.

Explorer Panel

The Explorer Panel provides navigation between the NASIS object types (Queries, Tables, Reports, Interpretations, Calculations/Validations and Exports) and sub objects. The items displayed in the panel change depending on which object is selected at the bottom of the panel. The various items are arranged in a 'tree' fashion similar to file folders in Windows Explorer. The respective Explorer Toolbar for each object type is displayed at the top of the explorer panel.

The width of the Explorer Panel can be varied by clicking and dragging the right margin of the panel. It can be minimized (or auto-hide) by clicking the double-arrow button in its upper right corner and returned to maximum view using the same button. These actions provide more or less screen territory for the Editor Panel.



Editor Panel

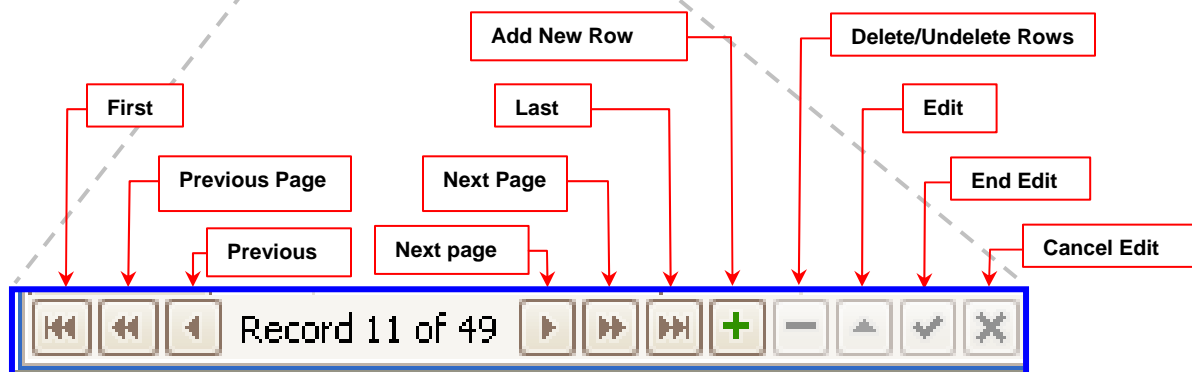
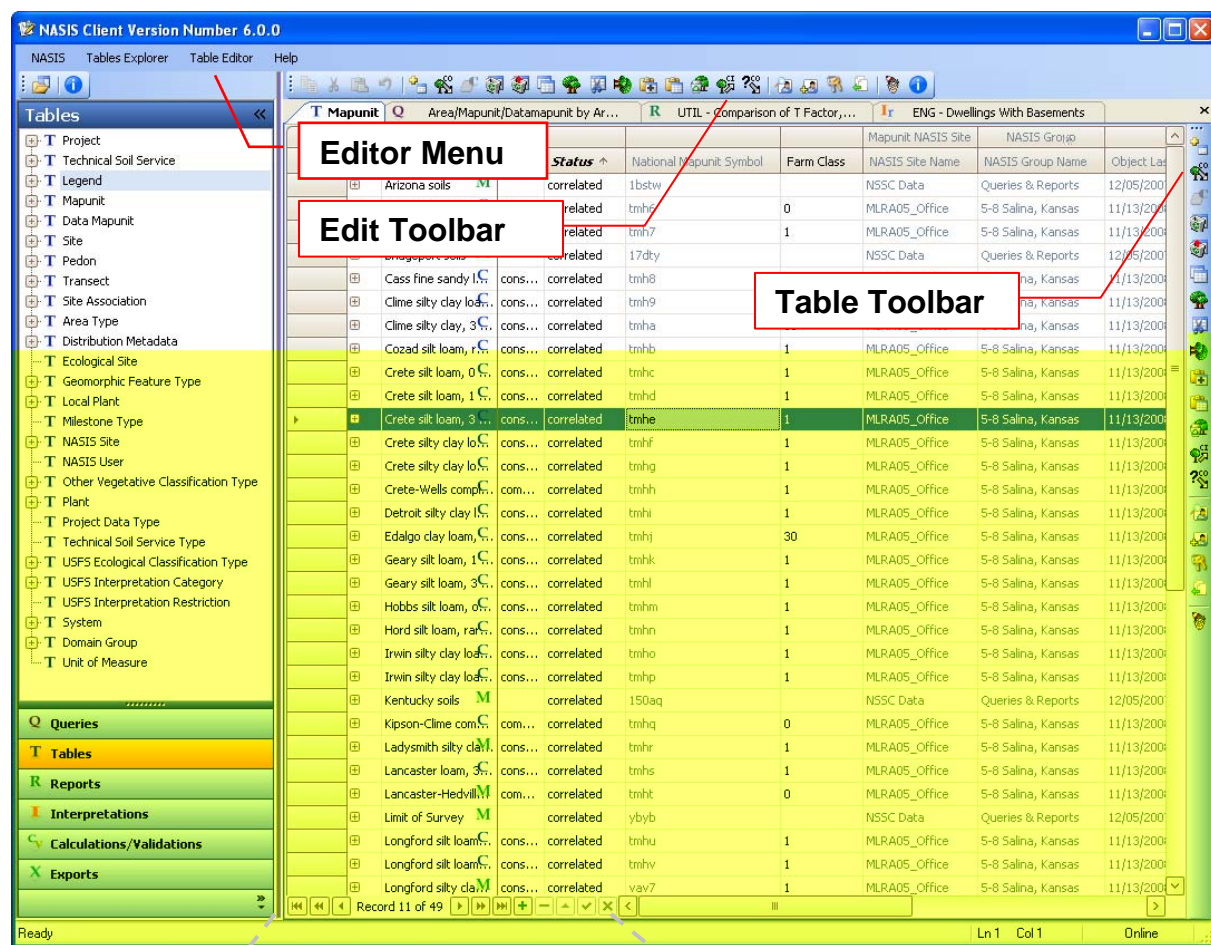
The Editor Panel is the area of the application window where an open NASIS object is displayed and manipulated. Multiple objects can be open in the Editor Panel at the same time. Each open object is contained within a separate tab across the top of the Editor Panel. The name on each tab identifies the object and the icon at the left on each tab indicates the object type. An open object that has the focus can be closed by clicking the “x” at the upper right of the Editor Panel (not to be confused with the “x” in the bright red box at the right end of the window title bar, which when clicked will close the NASIS application).

The Editor Menu and Toolbar will change depending on the type of object contained in the tab that has the focus in the Editor Panel. The NASIS application includes an Editor Menu and Toolbar for each of the six primary NASIS objects: Queries, Tables, Reports, Interpretations, Calculations/Validations, and Exports Editor.

In the graphic on the following page, notice that the Editor Panel contains the following open objects: Table-“Mapunit”, Query-“Area/Mapunit/Datamapunit...”, Report-“UTIL – Comparison ...”, Interpretation Rule-“ENG – Dwellings with Basements”. Note the icons corresponding to each object type displayed to the left of object name in each tab. Notice also that the Table-“Mapunit” has the focus.

When the focus in the Editor Panel is on a Table object, a series of buttons become visible at the bottom of the Panel. These buttons provide a variety of table navigation and edit functions. The NASIS application window also displays a Table Toolbar when the focus is on a Table object.

The Editor Menus and Toolbars and Table Toolbar are described later in this chapter.

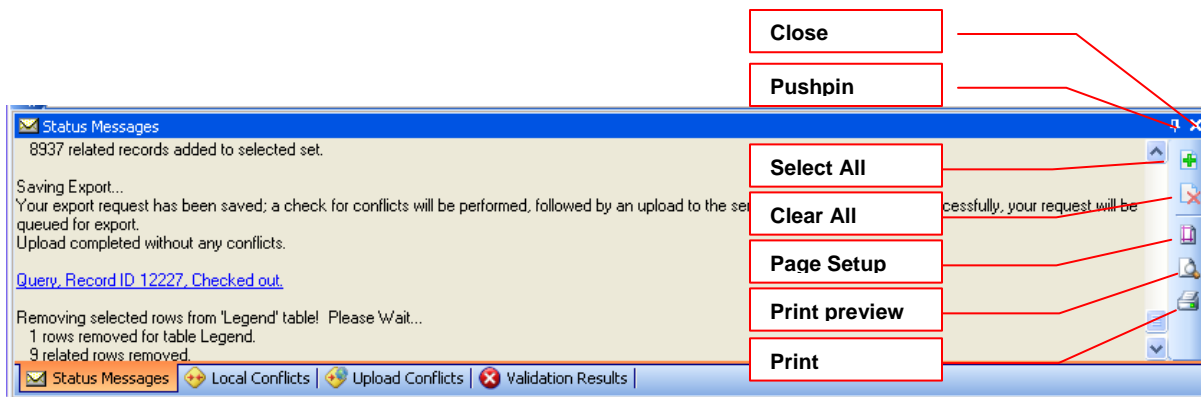
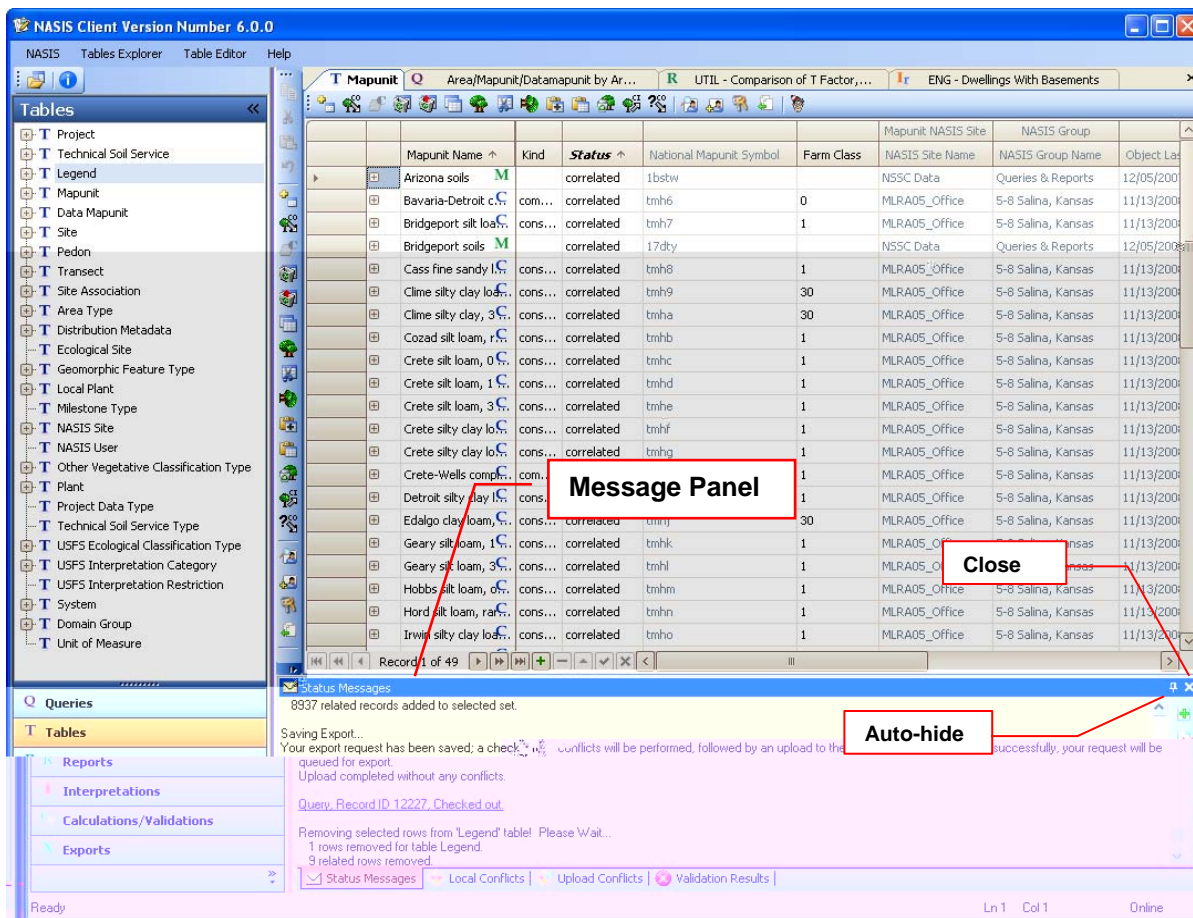


Message Panel

The Message Panel displays information the status and results of active and completed application processes; for example, querying data, running reports, copy/paste operations, local and upload conflicts, validations, or synchronizing data. The Message Panel displays one of the four message panes: Status Messages, Local Conflicts, Upload Conflicts, and Validation Results. To change to another message panel, click on the tab for that panel at the bottom of the Message Panel. Within each tab, messages accumulate throughout the NASIS session. The most current information is always at the bottom. At the right side of the Message Panel is a Toolbar to assist in the management of the messages.

Clicking on the “pushpin” icon at the right of the Message Panel title bar (blue bar) will turn on auto-hide for the Panel. When auto-hide is on, the Message Panel will collapse when the focus is on the Editor Panel. Clicking on the “x” at the upper right will close the Message Panel. If the Panel is closed, it can be restored by going to the NASIS menu and choosing one of the 4 message actions. Also, the Message Panel may be docked to another location in the NASIS application or undocked to outside the application window by dragging the title bar to a new location. “Anchor points” showing locations within the application window where the Panel can be docked will appear when the Panel is being moved.

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NASIS Toolbar and Menu

The NASIS Toolbar and Menu provide basic functions used in managing the data in the local database and selected set.

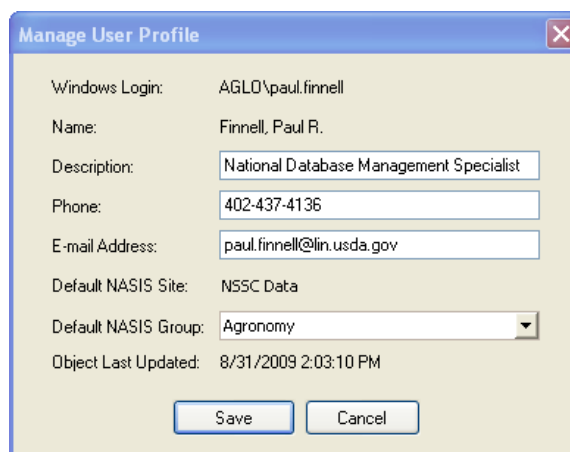


Each menu has a corresponding Tool bar icon. The Menu contains the icon and a label for each menu choice. Placing the mouse over a menu item will bring a tool tip (mouse over) with a brief description of the item's function.

The NASIS menu is static. It contains the general functions common to all Explorer panes. The NASIS menu has four main sections:

1. those operations dealing with the database,
2. those dealing with Message Panel,
3. one menu option to manage the user profile and default group and two menu options to manage the look and feel of the user interface and
4. the import of Pedon data.

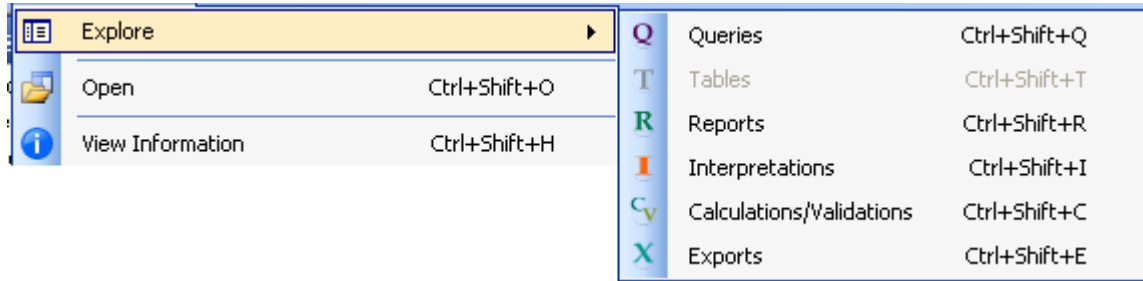
The “Manage User Profile...” item is used to maintain the user phone number, e-mail address, and Default NASIS Group.



Windows Login:	AGLO\paul.finnell
Name:	Finnell, Paul R.
Description:	National Database Management Specialist
Phone:	402-437-4136
E-mail Address:	paul.finnell@lin.usda.gov
Default NASIS Site:	NSSC Data
Default NASIS Group:	Agronomy
Object Last Updated:	8/31/2009 2:03:10 PM
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

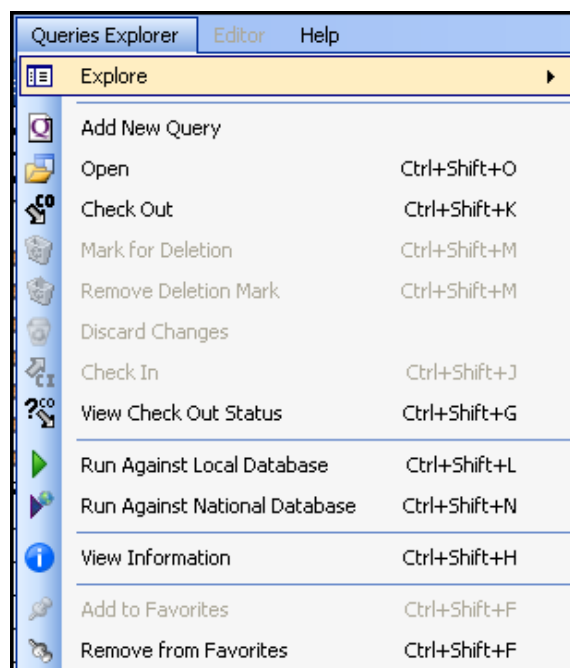
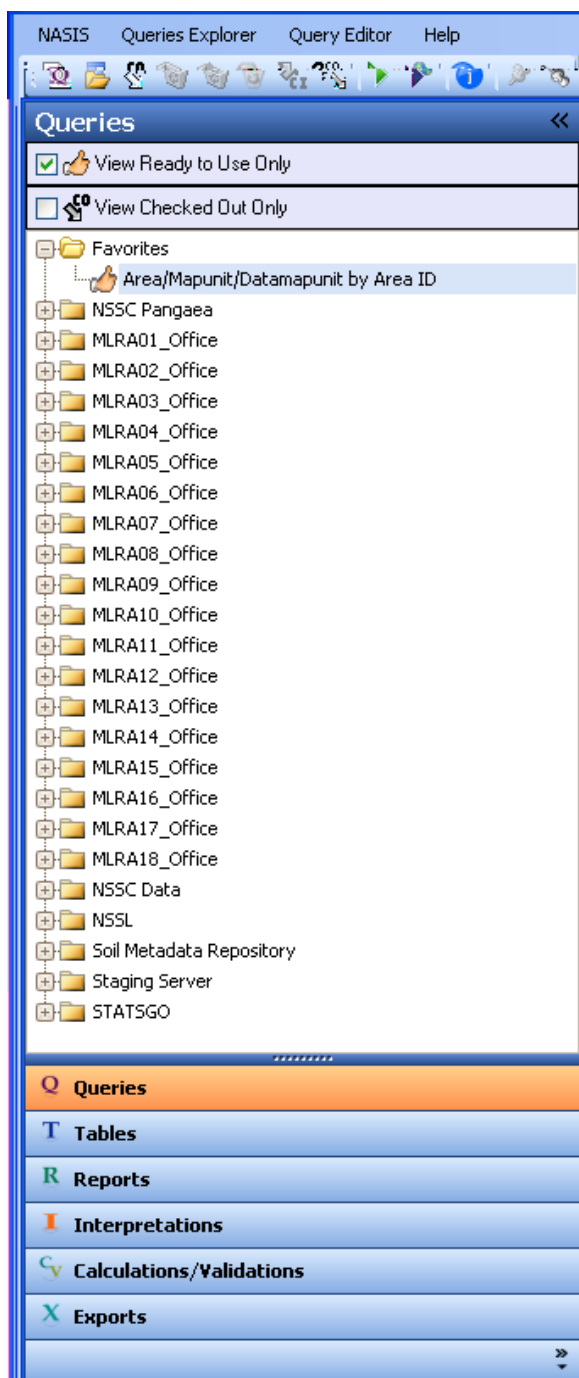
Explorer Toolbars and Menus

Each Explorer Toolbar and Menu includes an item for changing the focus of the Explorer Panel to a different NASIS object and thereby changing the Explorer Toolbar and Menu to the corresponding toolbar and menu. The Explorer Toolbars and Menus are tailored to the needs of the specific object that has the focus in the Explorer Panel. In the menus, each item includes the shortcut keys that can be used to execute the action directly from the keyboard. Each toolbar and menu also has a “View Information” item to open the NASIS help and display data dictionary information about the object.



Queries Explorer Toolbar and Menu

The **Queries Explorer** Toolbar and Menu provides the tools necessary to manage and run a query. Toolbar icons and menu items are highlighted or dimmed based on the users' actions. The Queries Explorer Toolbar is above the Explorer Panel.

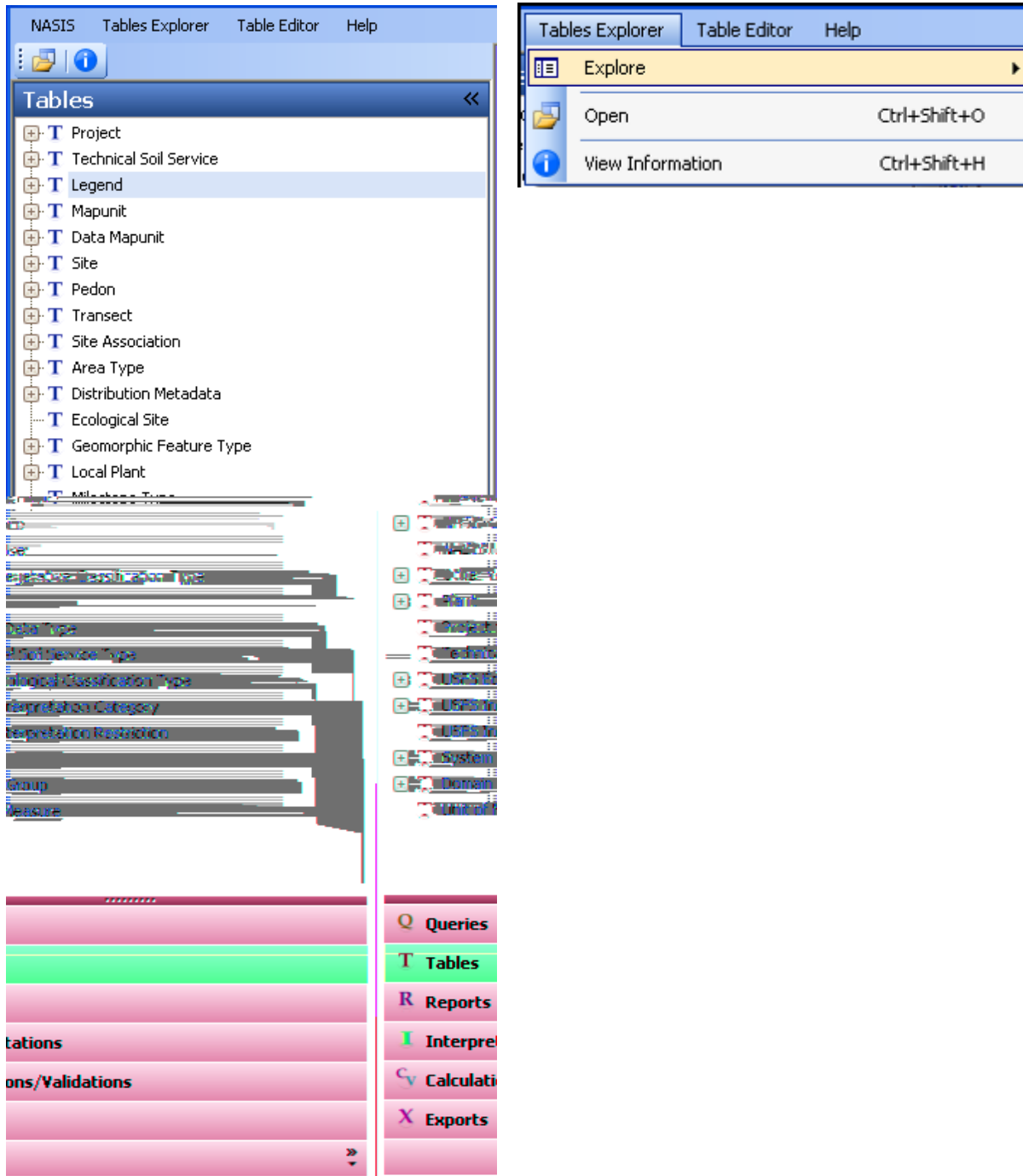


In the Queries Explorer Panel, check boxes allow viewing only those queries that are “Ready to Use” and/or that are “Checked Out”.

Note that the Queries Explorer panel contains a “Favorites” folder. This folder allows the user to identify and manage frequently used queries from any Site. Menu and icon choices are available to add or remove queries in the Favorites folder.

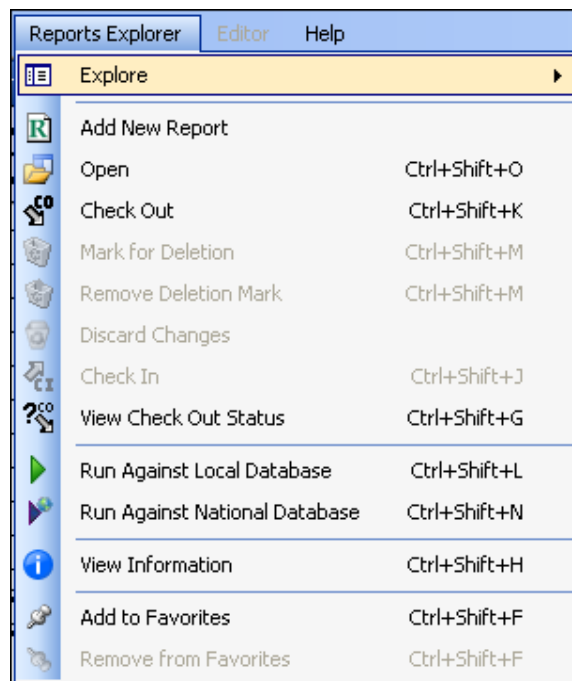
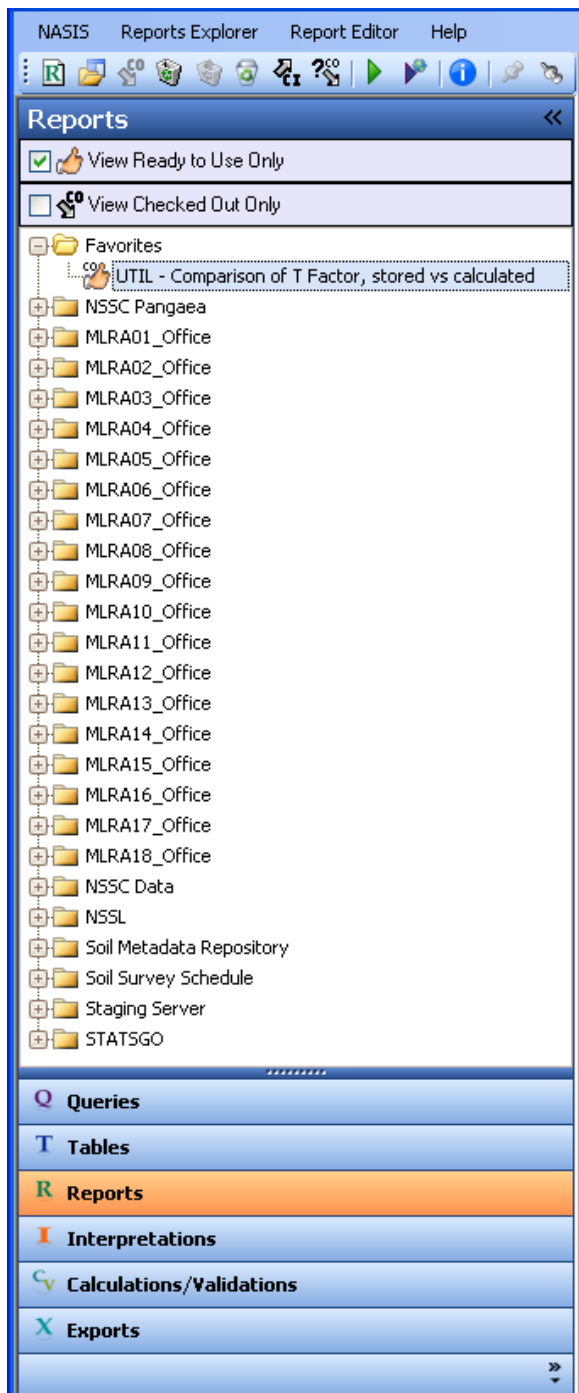
Tables Explorer Toolbar and Menu

The **Tables Explorer** Toolbar and Menu are used to open the selected table in the Editor Panel. The Tables Explorer Toolbar is above the Explorer Panel.



Reports Explorer Toolbar and Menu

The **Reports Explorer** Toolbar and Menu are used to manage and run a report. Toolbar icons and menu items are highlighted or dimmed based on the users' actions. The Reports Explorer Toolbar is above the Explorer Panel.



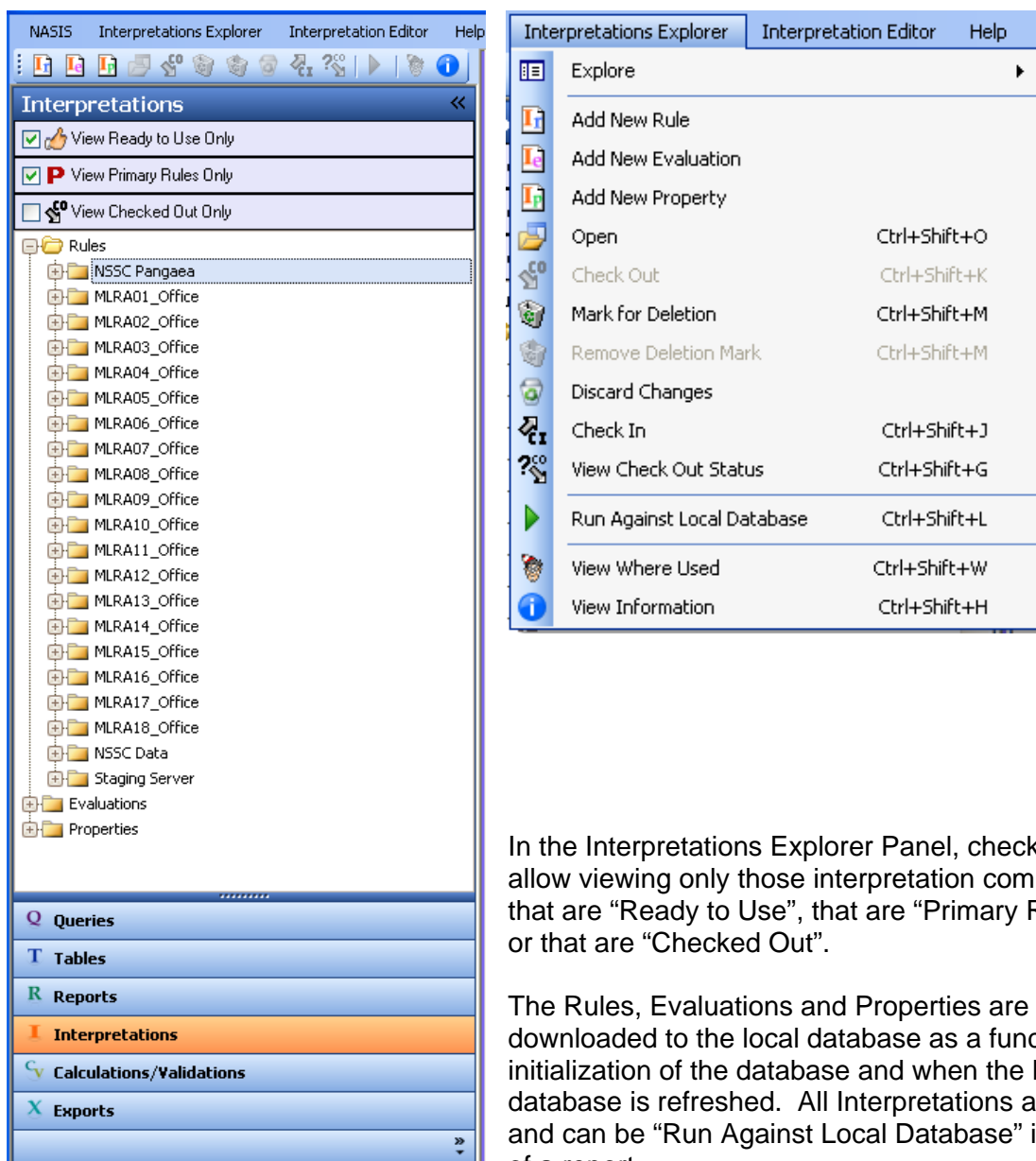
In the

Reports Explorer Panel, check boxes allow viewing only those reports that are “Ready to Use” and/or that are “Checked Out”.

Note that the Reports Explorer panel contains a “Favorites” folder. This folder allows the user to identify and manage frequently used reports from any Site. Menu and icon choices are available to add or remove reports in the Favorites folder.

Interpretations Explorer Toolbar and Menu

The **Interpretations Explorer** Toolbar and Menu are used to manage the Rules, Evaluations and Properties that constitute interpretations. Toolbar icons and menu items are highlighted or dimmed based on the users' actions. The Interpretations Explorer Toolbar is above the Explorer Panel.

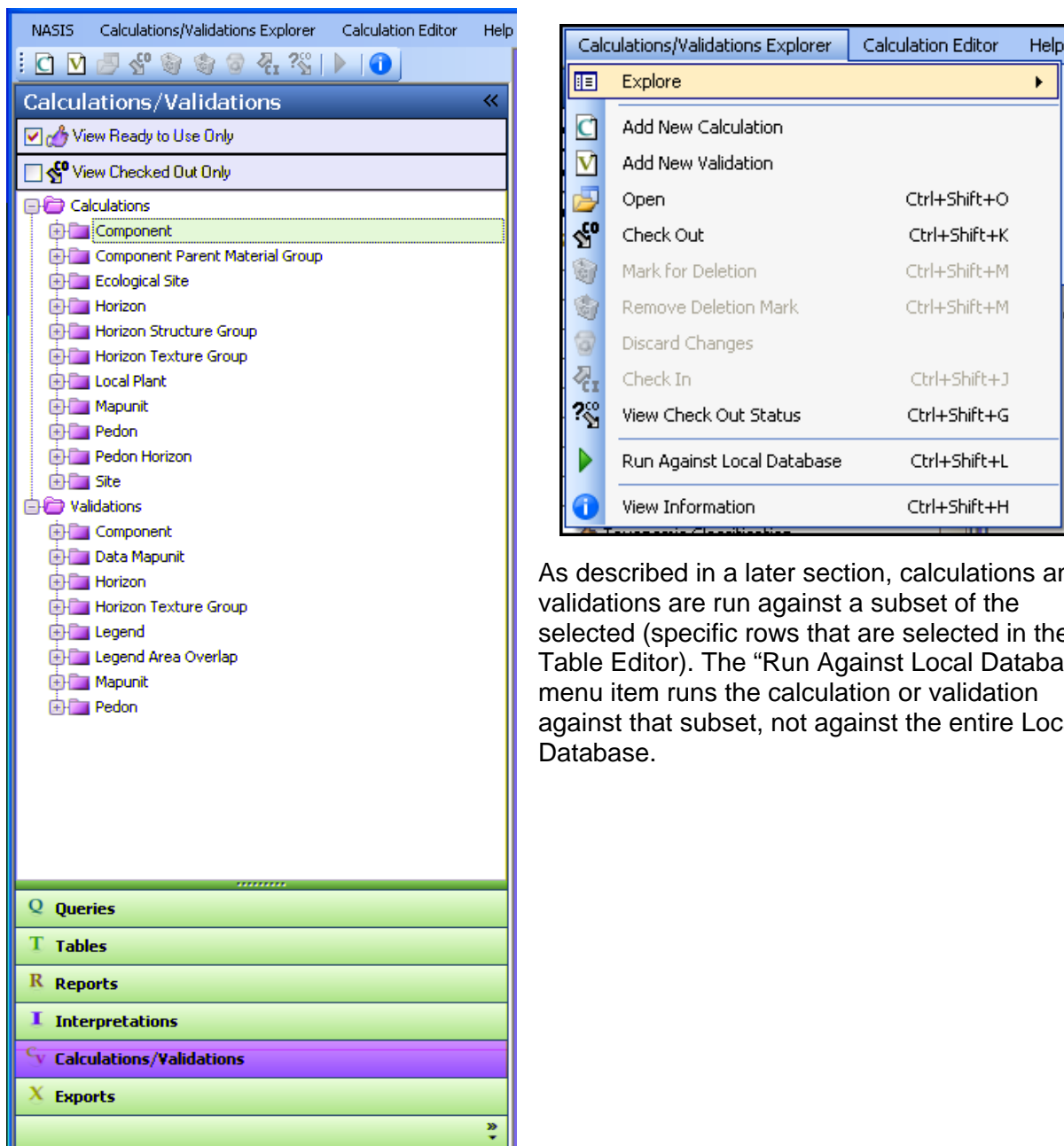


In the Interpretations Explorer Panel, check boxes allow viewing only those interpretation components that are “Ready to Use”, that are “Primary Rules”, and/or that are “Checked Out”.

The Rules, Evaluations and Properties are downloaded to the local database as a function of the initialization of the database and when the local database is refreshed. All Interpretations are available and can be “Run Against Local Database” independent of a report.

Calculations/Validations Explorer Toolbar and Menu

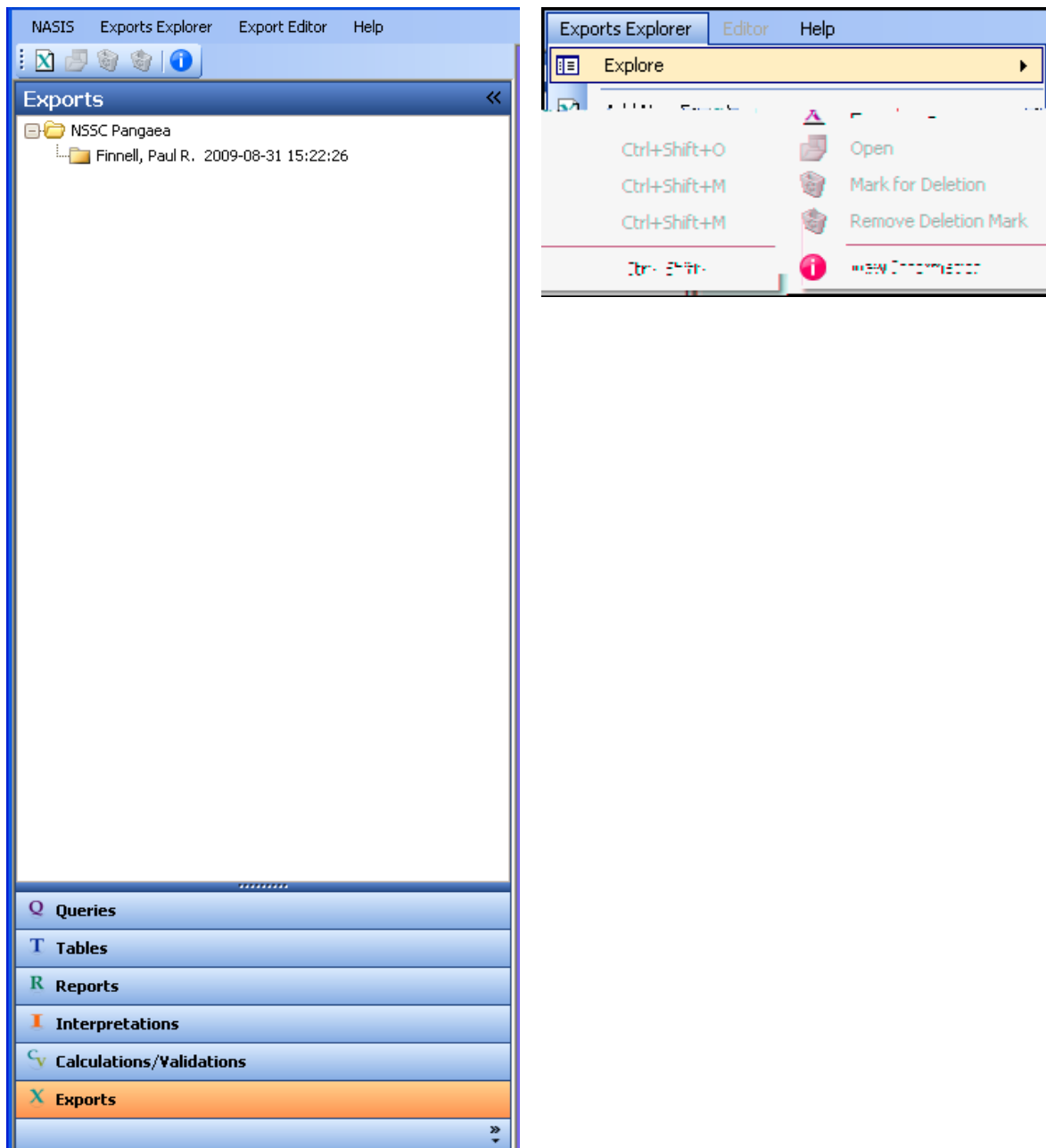
The **Calculations/Validations Explorer** Toolbar and Menu are used to manage calculations and validations by those with permission and to run calculations and validations by all users. Toolbar icons and menu items are highlighted or dimmed based on the users' actions. The Calculations/Validations Explorer Toolbar is above the Explorer Panel.



As described in a later section, calculations and validations are run against a subset of the selected (specific rows that are selected in the Table Editor). The “Run Against Local Database” menu item runs the calculation or validation against that subset, not against the entire Local Database.

Exports Explorer Toolbar and Menu

The **Exports Explorer** Toolbar and Menu are used to define export parameters and otherwise manage exports. Toolbar icons and menu items are highlighted or dimmed based on the users' actions. The Exports Explorer Toolbar is above the Explorer Panel.



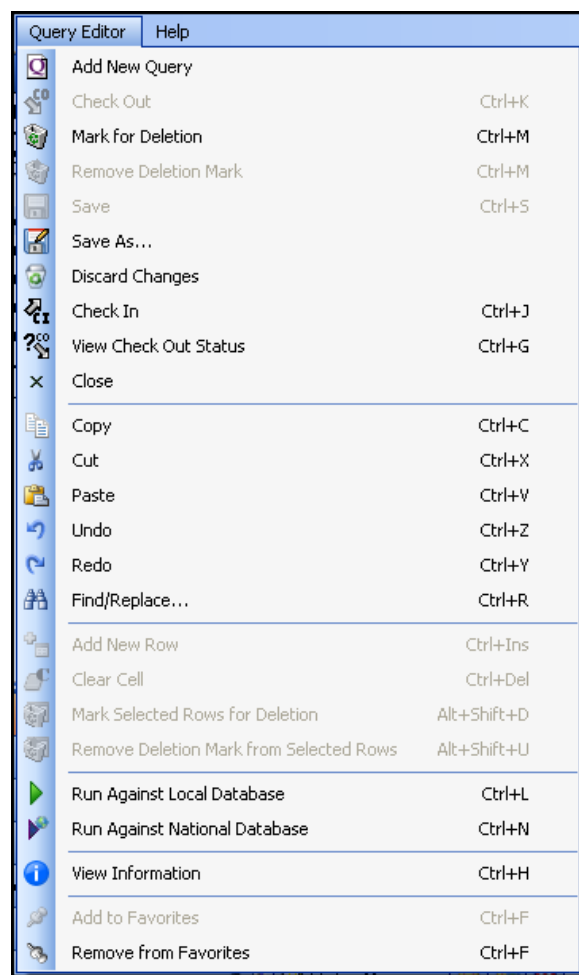
Editor Toolbar and Menus

The Editor Toolbars and Menus are designed to assist the user in editing the specific object types in the Explorer Panel. There is a separate Editor Toolbar and Menu for each NASIS object type. Every item in a Menu has a corresponding button on the Toolbar to perform the same action. In the menus, each item displays the shortcut keys that can be used to execute the action directly from the keyboard. Each toolbar and menu also has a “View Information” item to open the NASIS help and display data dictionary information about the object.

The Editor Toolbar and Menu that is displayed changes depending on the object type that has the focus in the Editor Panel. Toolbar buttons and Menu items are highlighted or dimmed based on the users’ actions.

Query Editor Toolbar and Menu

The **Query Editor** Toolbar and Menu provides the tools necessary to manage and execute NASIS queries. The Editor Toolbar is above the Edit panel (by default).



The Query Editor Toolbar and Menu allows a user to add a new query or edit an existing query. An existing query is opened in the Editor Panel using the Queries Explorer Menu or Toolbar, or by double clicking on the query name in the Queries Explorer Panel. If a query is selected in the Queries Explorer Panel, the query can be Marked for Deletion or Remove the Deletion Mark. If a query is open in the Editor Panel, the user can Save the query edits or Save As to a new name and preserve the original query. When editing a query, the user has the familiar Copy, Cut, Paste, Undo, Redo and Find/Replace functions.

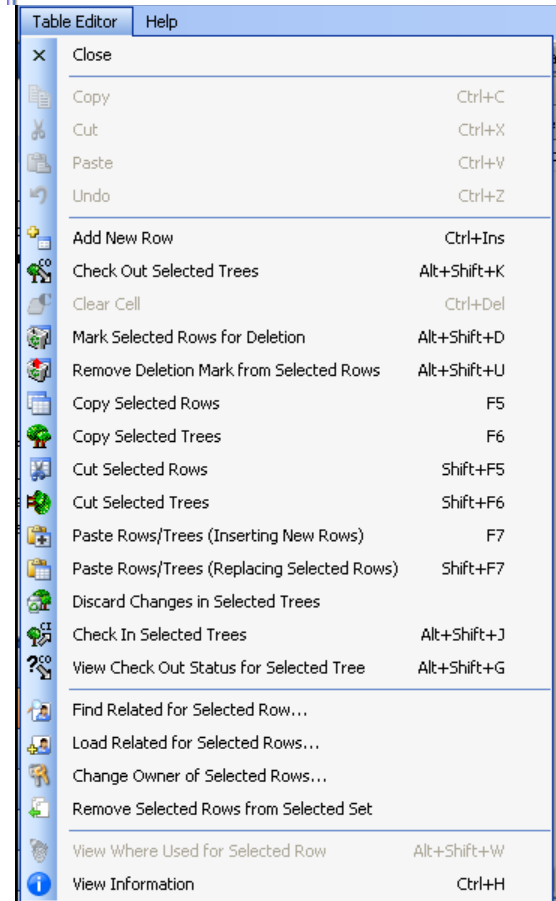
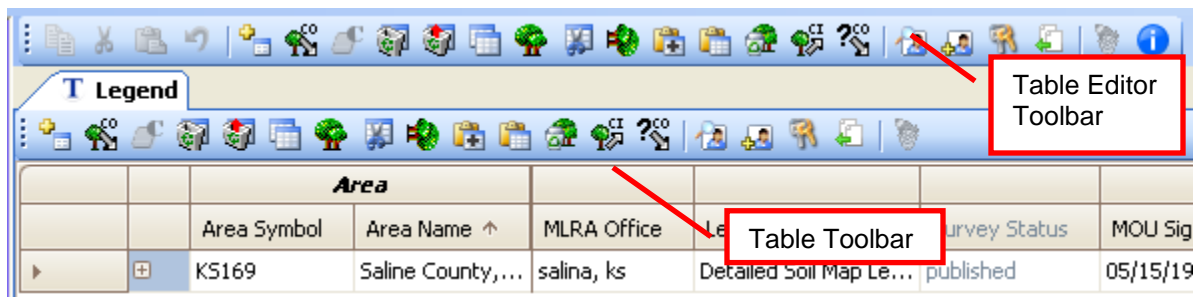
From both the Menu and the Toolbar, a user can Run the selected query against the Local Database or Run the selected query against the National Database. And, the user can choose to add the selected query to their “Favorites” list or remove it from that list.

Right clicking on the query name in the Explorer Panel will display a menu to execute many of the above actions.

Table Editor Toolbar and Menu and

Table Toolbar

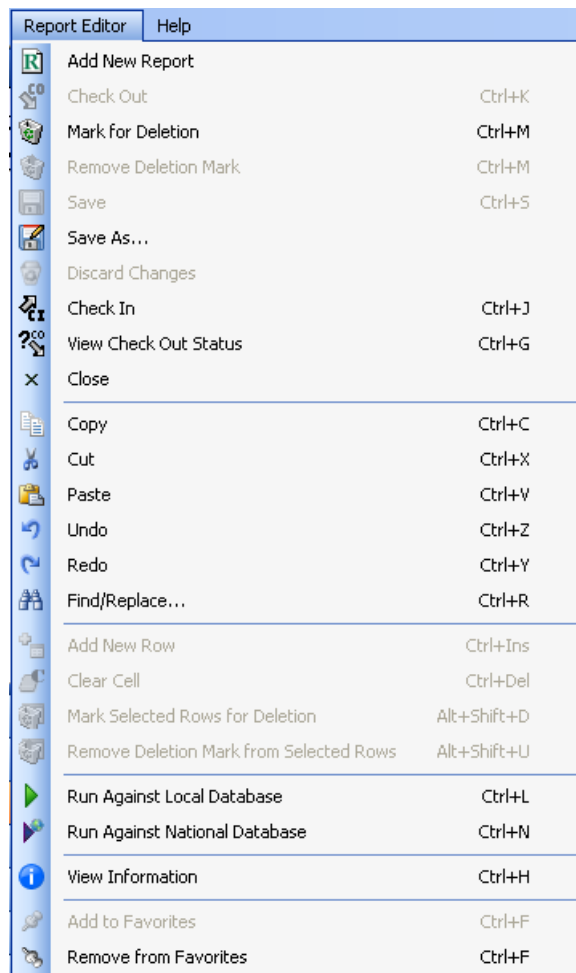
The **Table Editor** Toolbar and Menu and the Table Toolbar provide the tools necessary to manage tables in the Editor Panel and create records and edit data in a table. The Table Editor Toolbar is above the Editor Panel (by default). The Table Editor Toolbar and the Table Toolbar are similar toolbars. The Table Toolbar is functional only when a table has the focus in the Editor Panel.



The Table “Editor Toolbar” and Menu and “Table Toolbar” allow a user to close the table, use the familiar Copy, Cut, Paste, Undo and Redo, and Find and Replace options. Additional functions are available to manipulate the data within the table. New rows can be added, a cell can be cleared, rows can be “marked” or “unmarked” for deletion, and data can be Copied, Cut and Pasted by the Row or by the Tree. The specific Parent Row can be copied or the decision may be made to copy the Parent Row and all associated Child rows, hence a “Tree”. The “Find Related for Current Row...” option is useful when, for example, the Mapunit table is open and the user wants to go directly to the data for a specific mapunit. Simply open the Correlation table, highlight the mapunit correlation record and choose Find Related. The “Load Related for Current Row...” is useful if additional data needs to be loaded from the Local Database into the selected set. The “Change Owner of Selected Rows...” will allow the user to change ownership. The user can highlight rows to be removed from the selected set. The “View Information” provides information on the selected table.

Report Editor Toolbar and Menu

The **Report Editor** Toolbar and Menu provides the tools necessary to manage reports. The Report Editor Toolbar is above the Editor Panel (by default).



An existing report is opened in the Editor Panel using the Reports Explorer Toolbar or Menu or by double clicking on the report name in the Reports Explorer Panel. The Report Editor Toolbar and Menu will allow a user to create a new report. A user can Save the report edits, or Save As to a new name and preserve the original report. The user can close a selected report. When editing a report, the user has the familiar Copy, Cut, Paste, Undo, Redo and Find/Replace functions.

The user can also choose to “Run Against Local Database”, or “Run Against National Database”. The user can view information about the Report table. And, the user can choose to add the selected report to their “Favorites” list or remove it from that list.

Note: Use caution when running reports against the national database. Reports run against the national database should include filters specific to the data needed.

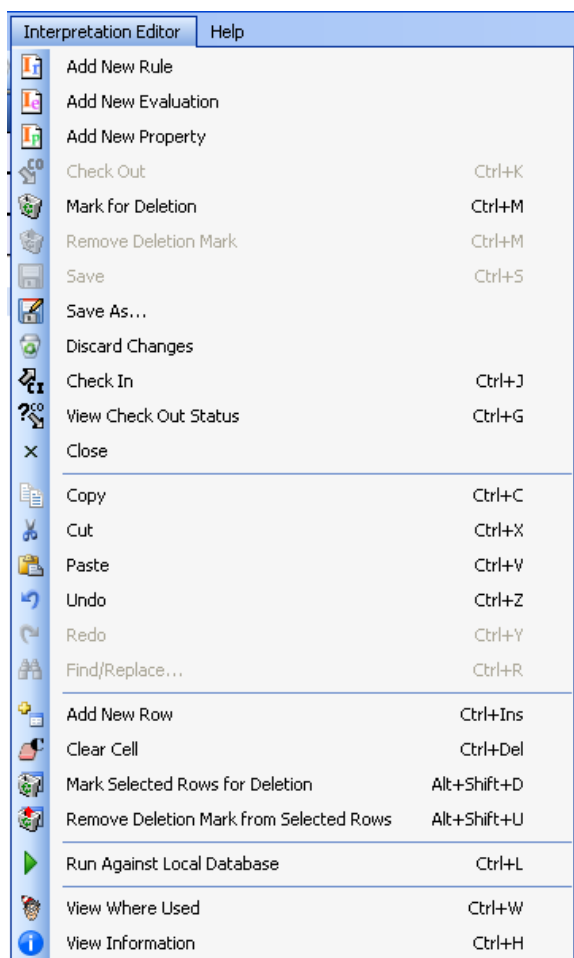
If a report is selected in the Reports Explorer Panel, the user can Mark that report for deletion, or Remove the Deletion Mark.

Interpretation Editor Toolbar and Menu

The **Interpretation Editor** Toolbar and Menu provides the tools necessary to manage interpretation rules, evaluations, and properties. The Interpretation Editor Toolbar is above the Editor Panel (by default).



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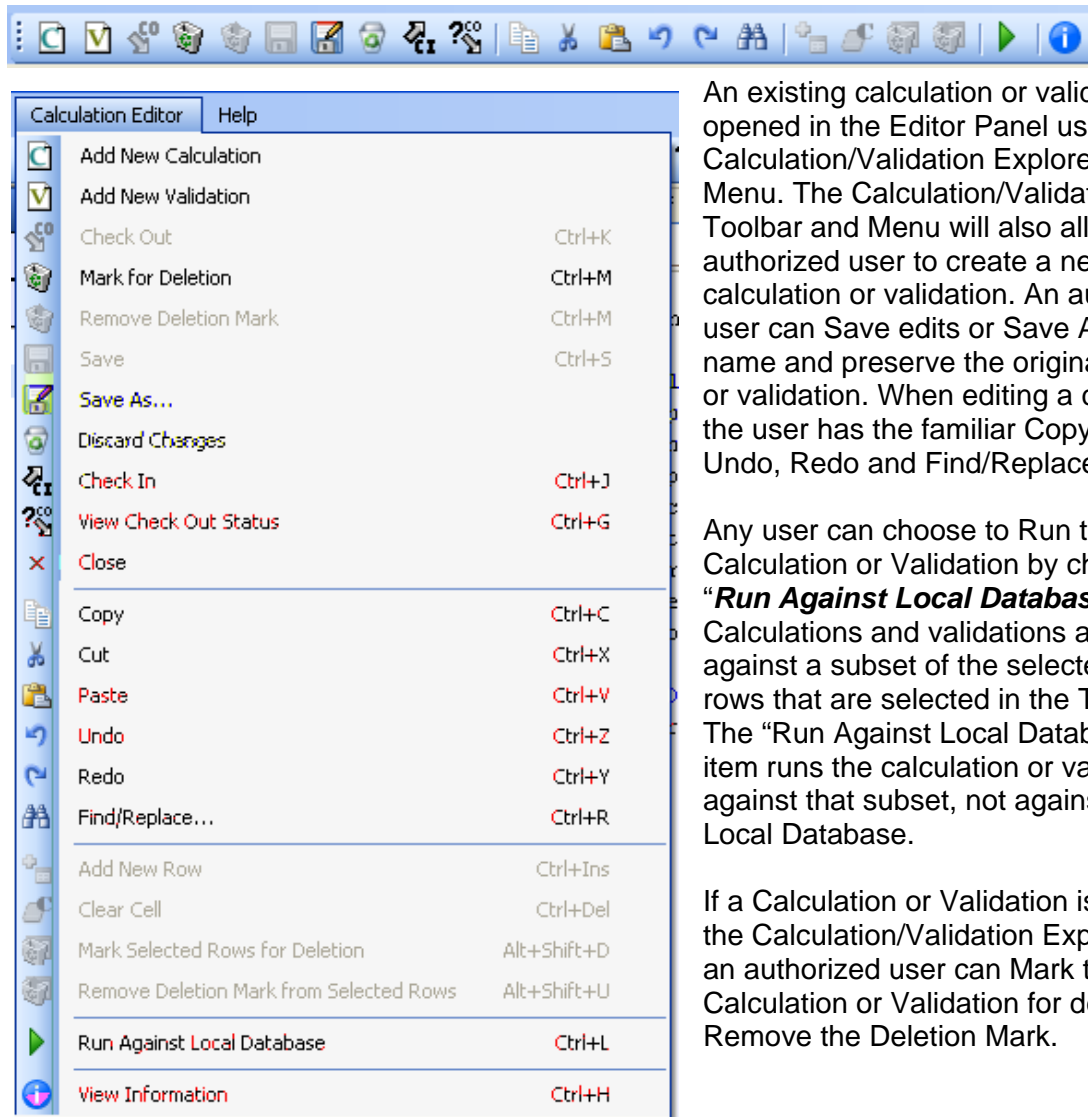


existing Interpretation Rule, Evaluation, or Property is opened in the Editor Panel using the Interpretation Explorer Toolbar or Menu. The Interpretation Editor Toolbar and Menu will also allow a user to create a new Rule, Evaluation, or Property. A user can Save edits or Save As to a new name and preserve the original version. When editing a Rule, Evaluation, or Property, a user has the familiar Copy, Cut, Paste, Undo, Redo and Find/Replace functions. The user can also choose to see the results of the interpretation by choosing "Run Against the Local Database".

If a Rule, Evaluation, or Property is selected in the Interpretation Explorer Panel, the user can Mark that object for deletion, or Remove the Deletion Mark.

Calculation and Validation Editor Toolbar and Menu

The **Calculation/Validation Editor** Toolbar and Menu provides the tools necessary to manage NASIS calculations and validations. The Calculation/Validation Editor Toolbar is above the Editor Panel (by default).



An existing calculation or validation is opened in the Editor Panel using the Calculation/Validation Explorer Toolbar or Menu. The Calculation/Validation Editor Toolbar and Menu will also allow an authorized user to create a new calculation or validation. An authorized user can Save edits or Save As to a new name and preserve the original calculation or validation. When editing a calculation, the user has the familiar Copy, Cut, Paste, Undo, Redo and Find/Replace functions.

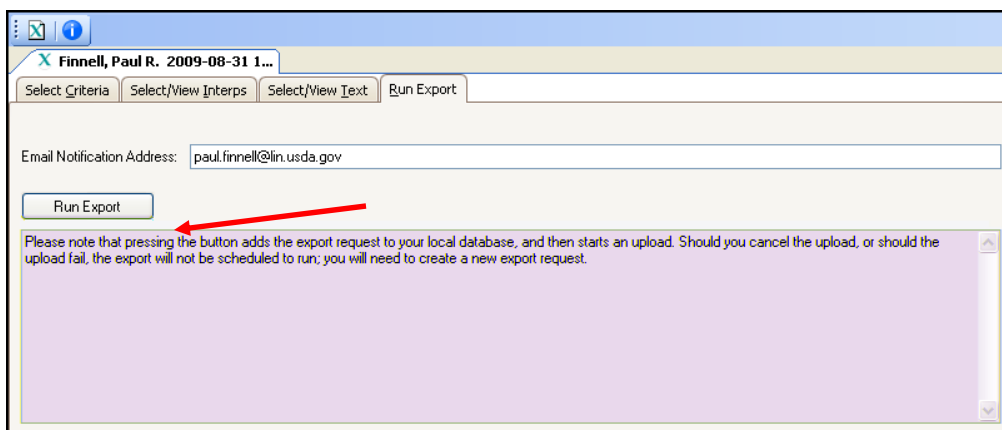
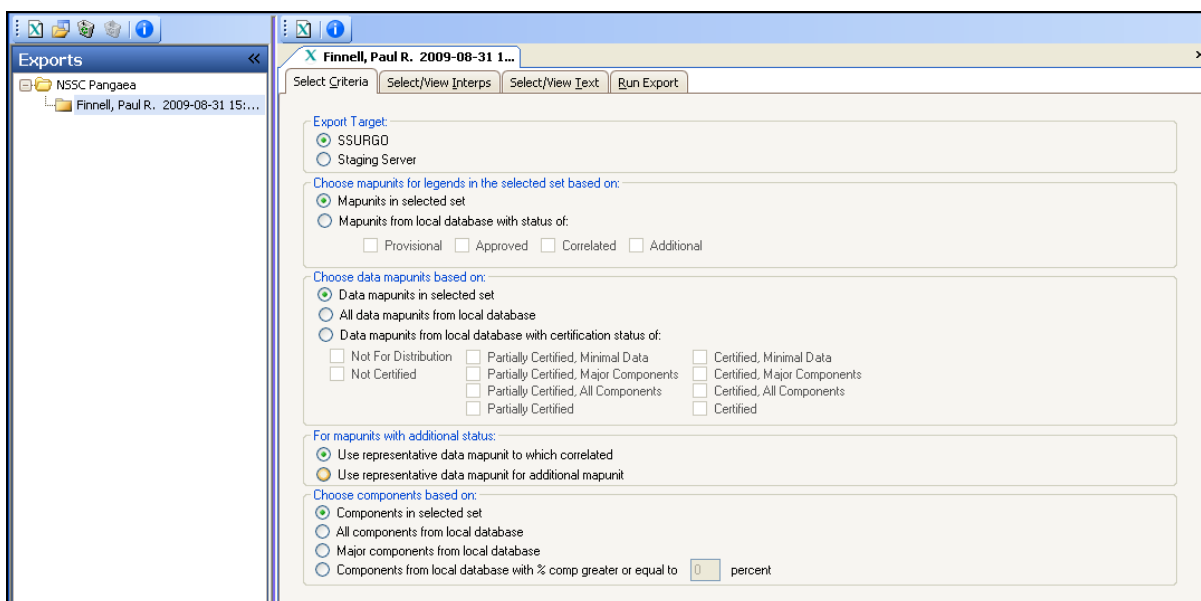
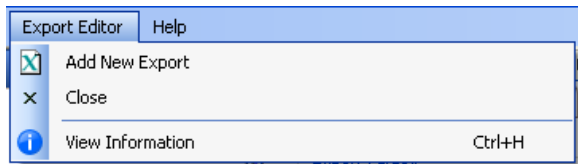
Any user can choose to Run the selected Calculation or Validation by choosing ***“Run Against Local Database”***. Calculations and validations are run against a subset of the selected (specific rows that are selected in the Table Editor). The “Run Against Local Database” menu item runs the calculation or validation against that subset, not against the entire Local Database.

If a Calculation or Validation is selected in the Calculation/Validation Explorer Panel, an authorized user can Mark that Calculation or Validation for deletion or Remove the Deletion Mark.

Export Editor Toolbar and Menu

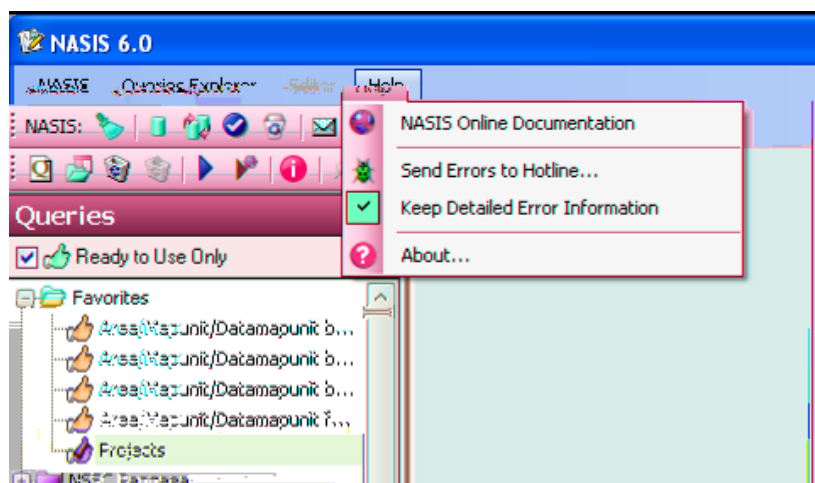
The **Export Editor** Toolbar and Menu provides the tools necessary to manage NASIS export. The Export Editor Toolbar is above the Editor Panel (by default).

An existing export is opened in the Editor Panel using the by double clicking on the export in the Export Explorer Panel. The Export Editor Toolbar and Menu will allow the user to create a new export. The Export Editor Panel is used to identify the export target and the specific export parameters and to run the export. The Export Editor Panel has four tabs that allow the user to set the export parameters, identify the interpretations and text field to include with the export, and to Run the export. All users can run SSURGO exports. Only authorized users can run Staging Server exports.

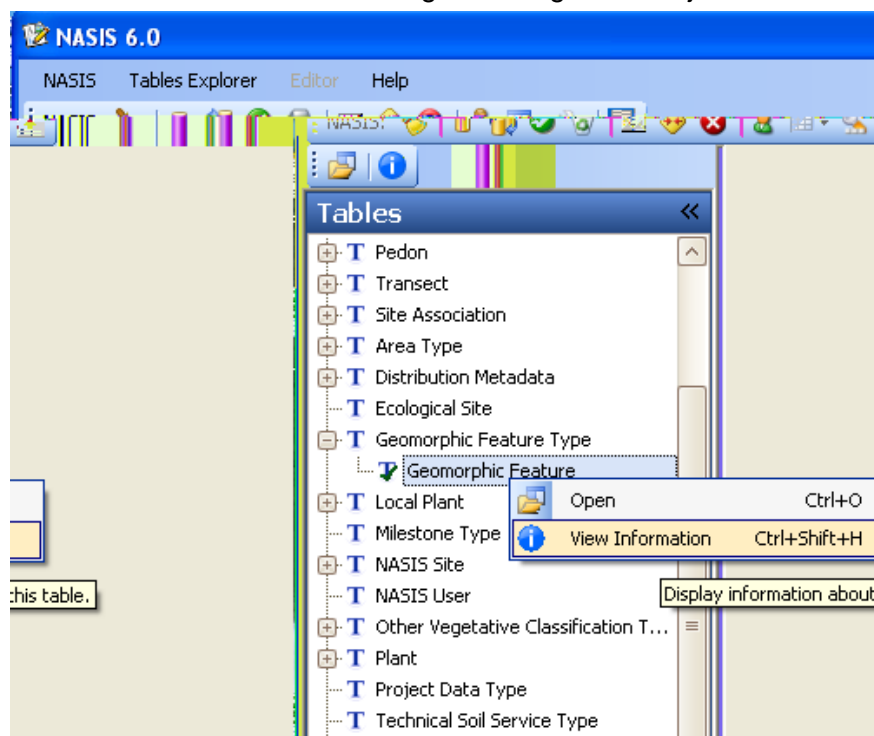


NASIS Help

The two forms of help are available from the NASIS application window: online documentation and data dictionary information about specific NASIS objects. The **Help** Menu provides access to NASIS online documentation maintained on the Soils Home Page web site. The Help Menu also allows a user to send error reports to the NASIS hotline.



Data dictionary information about NASIS objects is accessed two ways. All Explorer and Editor Toolbars and Menus have a “View Information” choice. Right clicking on an object name in the Explorer Panel and on column headers and other key places in the Editor Panel will display a pop-up menu that also has a View Information choice. In this graphic, right clicking on the **Geomorphic Feature** from the Tables Explorer Panel displays the pop-up menu and the View Information choice.



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The View Information menu choice will open a browser window and displays detailed information contained in the NASIS data dictionary about the target object. Hyperlinks within the browser display point to additional information. The graphic below illustrates about the Geomorphic Feature Type table accessed from the View menu.

Information for Table "geomorfeatype"

Table Attributes

Attribute Name	Attribute Value
NASIS Business Object Name	Geomorph Feat Type
Table ID	1182
Table Physical Name	geomorfeatype
Table Logical Name	geomorph_feature_type
Table Label	Geomorphic Feature Type
Primary Key Column Physical Name	geomfid

Alternate Unique Constraints (column physical name, ...):
(geomfname)

Table Description:
The Geomorphic Feature Type table lists the kinds of geomorphic features (landscapes, landforms, etc.) available to users as choice lists in the Geomorphic Description system.

Columns

Default Sequence	Column Physical Name	Foreign Key Column?	Column Group Label	Column Label
1	geomfname	No		Feature Type
2	geomfidesc	No		Description
3	obterm	No		Obsolete?
4	fieldcode	No		Field Code
5	notes	No		Notes
6	geomfidbidref	Yes	Geomorphic Feature Type NASIS Site	One or more columns from a related table are displayed in lieu of this foreign key column.

The columns you see in NASIS, and the order of those columns, may not match what is shown in the table above. For a table implemented as a spreadsheet, you may have rearranged the order of the columns in that table, and you may have hidden one or more columns in that table. For a table implemented as a form, the columns may not have been laid out in the same order as shown in the table above, and not all of the columns in that table may have been included on that form.

Related Parent Tables

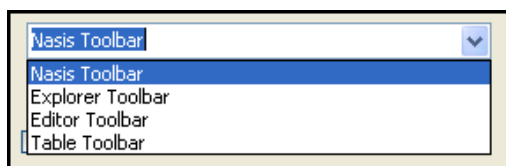
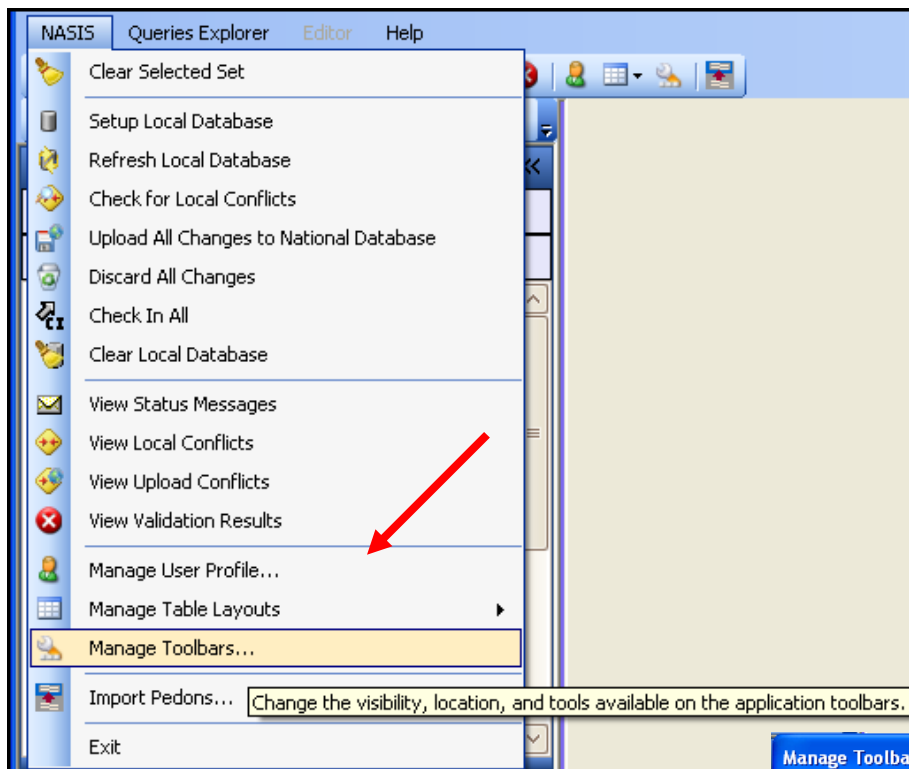
Table Label	NASIS Business Object Name	Relationship Name	Find/Load Related Enabled?
NASIS Group	NASIS Site	default	Yes
NASIS Site	NASIS Site	default	Yes
NASIS User	NASIS User	record_last_updated_by	Yes
NASIS User	NASIS User	object_last_updated_by	No

Because it takes a few moments for the View Information browser window to open, after it is opened for the first time it should be left open for the duration of the NASIS session to speed up later access to information.

Managing NASIS Toolbars

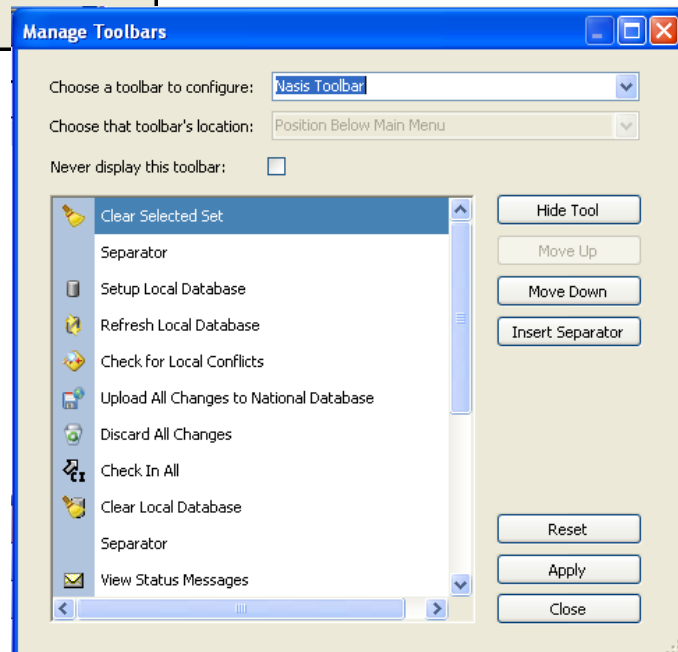
NASIS users have a number of options for managing and customizing NASIS toolbars. Toolbars can be hidden or docked in new locations within the application window and toolbar buttons can be removed, added, and re-ordered. Choose the “Manage Toolbars” item from the NASIS Menu or

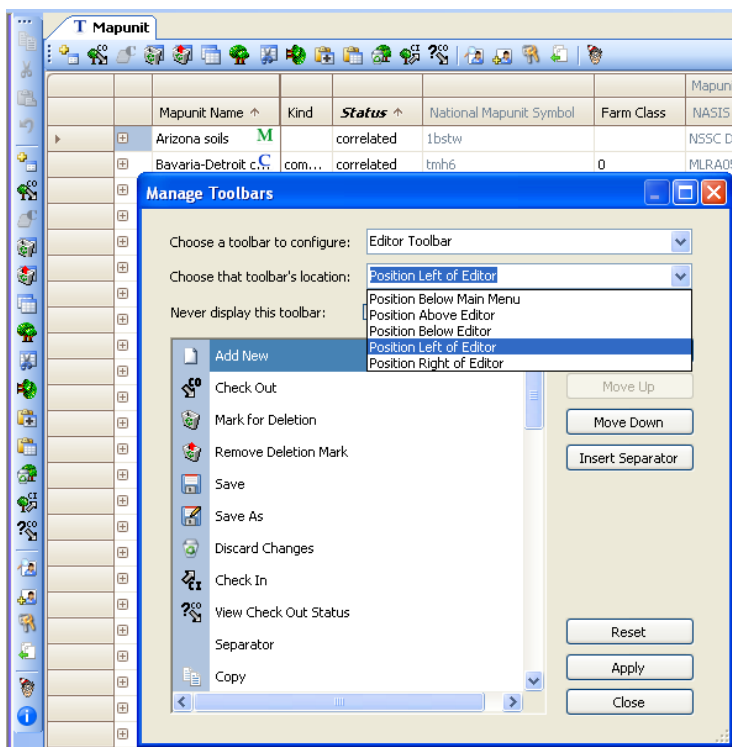
button from the NASIS Toolbar (see red arrow in the following graphic).



From the Manage Toolbars dialog box, select a toolbar to manage. The

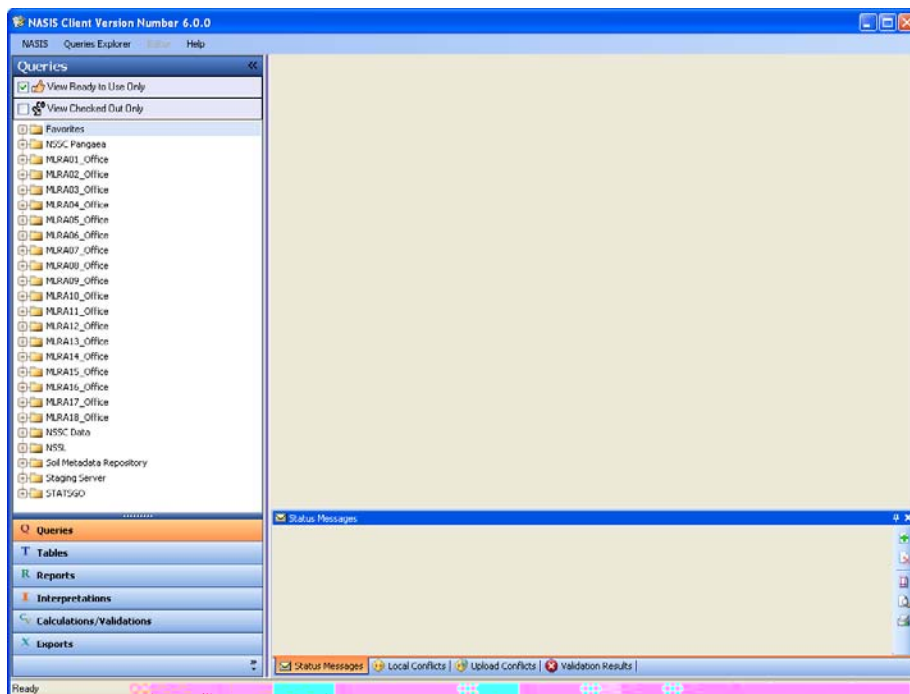
toolbar can be hidden (“Never display this toolbar”). The toolbar’s buttons can be hidden (“Hide Tool”) or rearranged (“Move Up” and “Move Down”).





Finally, the toolbar can be docked in a different location (“Choose that toolbar’s location”).

Menus items are available for all Toolbar buttons. All tool bar actions are still available to the user when a toolbar is hidden. Hiding a toolbar can help increase the amount of screen available to the Explorer, Editor, and Message panels. If toolbar buttons are hidden, those actions are still available on from the menus. The following graphic shows the application window with the toolbars hidden.



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The following graphic shows the application window with the toolbars hidden, auto-hide turned on for the Explorer Panel, the Message Panel docked on the right side, and auto-hide turned on for the Message Panel.

